



## Maintenance Manager

<b>Department:</b>	<b>Wastewater</b>	<b>Rate of Pay:</b>	<b>\$48,000-\$53,274</b>
<b>Location:</b>	<b>3113 Riverside Drive</b>		
<b>Shift:</b>	<b>Monday - Friday</b>	<b>Hours:</b>	<b>Eight hours between 7:00 a.m. – 5:00 p.m.</b>
<b>Posting Date:</b>	<b>7/01/12</b>	<b>Closing Date:</b>	<b>7/09/12</b>

### SUMMARY

Assists the Maintenance Director with supervising the maintenance staff and assists with capital asset projects, planning and implementation at the wastewater treatment plant. Ensures that the equipment is being maintained so that the NPDES Permit, EPA and IDEM regulatory requirements and standards are consistently met for operating a wastewater treatment plant. This position entails a high degree of professionalism, independent judgment and the overall ability to work with union staff operations within the division. Responsible to implement, oversee and maintain the City of South Bend's personnel procedures/policies. Assists the Wastewater Department as a management team player to be a leader in efficiency, accountability standards and continuous improvement concepts.

### JOB DUTIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

Assists with answering multi-line phone system; requires accurate message taking and routing of calls. Actively supports the City's and Division's mission statements. Assists with hiring, training, team building and evaluation of wastewater personnel. Recognizes good work performed by employees. Looks for and makes recommendations for improvement. Follows the City's progressive discipline practices as necessary. Assumes administrative duties (time cards, vacation schedules, overtime assignments, recordkeeping and reporting) as necessary. Maintains schedules and reviews jobs for completeness and correctness. Confirms appropriate manpower for each planned job to assure appropriate skills composition of each assigned crew or individual to ensure effective work execution. Participates in weekly coordination meetings to ensure that each week's scheduled activities are mutually agreed upon and have the right priority. Ensures that good housekeeping and safe work practices are followed. Actively leads safety and information sharing meetings. Identifies and provides training for staff. Assists with SOP's development on how to best operate and maintain the treatment equipment. Provides timely progress reporting to management on all performance data with regular updates on relevant issues. Actively uses maintenance management software for work order parts ordering and inventory. Must perform all job functions with honesty and professionalism. Must interact with coworkers fairly and with impartiality. Must have excellent communication skills to be able to communicate with vendors and City of South Bend accounting department. Must interact with coworkers with tact and diplomacy. 24 hour on-call for emergencies. Makes recommendations for continuous improvement of the processes and systems used in operations.

### EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent preferred. Education in any combination equivalent to a college degree in the

fields of public administration, environmental sciences or sanitary engineering. Experience may be substituted with appropriate level of studies and demonstrated technical competence in progressively advanced experience in large utility management and operations. Minimum of 3 years of hands-on experience in environmental services and/or utility operations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must have strong interpersonal and problem-solving abilities. Must have strong communication skills, both written and oral. Strong computer and software skills (Excel Spreadsheets, Microsoft word, Microsoft Project, Power Point). Knowledge of EPA and State of Indiana environmental water and wastewater regulations, including NPDES permitting and CSO's. Must have strong operations background with specific technical knowledge of wastewater systems. Must possess strong analytical skills. Must be a team player, be self-reliant and able to lead change. Must have the ability to be self motivated and work with very little direction and oversight. Must have leadership skills and assist with training for the in-house maintenance training programs. Must have operational knowledge of electrical, mechanical, principals for pumps and related equipment. Must have the ability to read and understand operational manuals, technical materials, instructions and blueprints. Must be physically capable of performing the position duties. Must be able to plan and direct the work of others. Must be able to document personnel records. Must be able to read and interpret O & M manuals. Must be able to work around open and unprotected water. Must have knowledge of operation, repair and maintenance of plant equipment.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk; use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to sit and climb or balance. Must be able to negotiate stairs. Must be able to work in and around confined spaces and open and unprotected water. Requires daily lifting and carrying of materials weighing up to 60 pounds. Requires manipulations controlled by the arms and hands.

**LICENSE, CERTIFICATE OR REGISTRATION REQUIRED:**

Valid Indiana Driver's License is required

Must have or receive as soon as practicable, a Class II Indiana Wastewater Operators Certification

**DRUG SCREENING REQUIRED**

**CRIMINAL BACKGROUND CHECK**

Apply no later than 7/09/12, City of South Bend, Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601 or to apply online, go to [www.southbendin.gov](http://www.southbendin.gov)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, sexual orientation, gender, veteran status or genetic information.